

SUSSEX COUNTY
AMATEUR SWIMMING ASSOCIATION
(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING
held on Wednesday, 14th September 2016 at County Hall, Lewes at 18.30hrs

PRESENT: Mr B DeVal (Chair & Development Secretary), Ms L Fitzsimons (Synchro Secretary), Mr W Long (Masters Secretary), Mr P McCallum (Elected Member), Mr T Pearce (President), Mrs D Pickering (Swimming Secretary), Mr A Putland (Elected member), Mr D Rosen (Diving Secretary), Mrs M Tuppen (Secretary), Mrs J White (Co-opted Member).

APOLOGIES FOR ABSENCE: Dr R Edmondson (Water Polo Secretary), Mrs C Hobbs (Welfare and Workforce Co-Ordinator), Mr D Pollard (Open Water Secretary)

ALSO ATTENDING: Mrs B Gerding (Minute Secretary)

Item No.		Action
19/2016	MINUTES OF THE MANAGEMENT COMMITTEE MEETING – 13th JULY 2016: William Long's title was changed to read "Masters Secretary", the Minutes were then accepted as a true record and signed by the Chair.	
20/2016	MATTERS ARISING FROM MINUTES (not covered by agenda) None arose.	
21/2016	FINANCE	
21.1	Finance Report The report regarding the administration and accounting function was compiled by Mr Timothy Fraser (retired accountant) and Mr Michael Elliott (Ex-Treasurer to Sussex County ASA) and was circulated in advance. Aim of the report was to recommend a sound interim solution (in absence of a suitable candidate to fill the role of Hon Treasurer) to enhance governance and financial accountability. The recommendation was to recruit an administrative finance assistant at ca. 3 hours per week/£15 per hour reporting to the Head of a dedicated Finance Group. It was emphasised that the Finance Group (membership of three) will lead the Management Committee through the budgetary process. Mr Long asked if the Head of the Finance Group could nominally be the "Hon Treasurer". The Chairman thought that it would need to be looked at in closer detail. It was observed that the constitution needs to be changed at another meeting to allow for the new structure of a Finance Group and administrative assistant. The candidate in question is known to the Chairman/Committee and already operates as finance assistance for a Club in the County and is looking to take on more work. The proposals above were unanimously supported by the Management Committee and nominations for the Finance Group	

	were sought next (see item 21.2). The Chairman will report the Committee's decision back to Mr Fraser and Mr Elliott and together with the Chairman they will oversee a hand-over process from the retired Hon Treasurer at the end of September.	BDV
21.2	<u>Finance Group Nominees</u> Mrs Tuppen proposed Mrs White and Mr DeVal offered to be Head of the Finance Group. This found unanimous support from the Committee. Mrs Pickering also offered her support, however Mr DeVal observed that she was already very busy and proposed that he and Mrs White would recruit a third member at a later stage.	BDV/JW
22/2016	ASA MEMBERSHIP	
22.1	<u>County response to ASA change</u> The Chairman sought a response from the Committee with regards to the ASA rule change that going forward they will charge full annual membership fees for members joining in October/November December of the year. The Committee accepted the rule change but wanted their objection registered and thought that it is very regrettable that the ASA do not run a rolling year for membership fees.	
23/2016	MEETING ROOMS	
23.1	<u>New Charges from East Sussex County Council</u> The Chairman advised the Committee of new charges amounting to £22.50 per room hire/meeting (discounted due to Charity Status of the County ASA.) It was asked how many meetings per year were held and this was estimated at 18, so a maximum of £405 per annum would be incurred. The charges were unanimously accepted by the Committee.	
24/2016	OFFICIALS' SURVEY	
24.1	<u>Responses</u> The Chairman summarised the participation rate as good (57%) to render the survey results representative. Overall he saw the results as positive, the three key issues identified were recruitment, training and retention. There was some discussion around the verbatim comments and results in general, e.g. relationships with senior officials, mentoring at events, reaching new recruits, etc. Recruitment: The Chairman identified the 2017 County Championships as the next opportunity to reach many parents/potential new recruits in one place. He recommended a recruitment drive, using promotional	

	materials and estimated the budget impact at a maximum of £1500. This budget adjustment was unanimously agreed by the Committee. Ms Fitzsimons welcomed a recruitment initiative and highlighted the need for the Synchro Section to recruit officials and active participants. The Chairman agreed that all Sections should be making use of the opportunity to reach many people in one place at the County Championships. Training and Retention: Technical Officials' training is undertaken by Mrs Hobbs, organising Continuous Professional Development is carried out by Mrs Pickering and Mrs Hobbs. Survey feedback regarding training and CPD was overall positive. A key issue identified regarding retention is the managing of expectations as many tech officials leave the sport when their children move on. Ideas for making officiating a more intrinsically motivated activity was to organise social and fun events, emphasise working as a team, so officials stay longer (see Action Plan, item 24.2). The response rate to the separate Coach's Survey was much lower and seen as disappointing by the Committee (only 18 responses). The survey will be repeated in slightly amended form, anecdotal evidence suggests that the survey was not cascaded down sufficiently by secretaries/head coaches through the coaching teams in the Clubs. The Chairman explained that the survey report, the action plan and complaints procedure will be published on the County Website and that there is no other region that has undertaken such an exercise, so the report will be shared with other Counties/South East Region. Mr Putland on behalf of the Committee thanked the Chairman and said that it was an exceptional and very useful exercise, to hopefully be repeated and learned from. The Chairman confirmed that the survey would be repeated in two years' time.	
24.2	<u>Action Plan</u> The action plan was also well received by the Committee; it focusses on increasing long-term engagement of new and existing technical volunteers in the sport by e.g. increasing awareness and managing expectations of the personal benefits of volunteering and encouraging a team and (more) sociable working environment.	
24.3	<u>Complaints Procedure</u> The Complaints Procedure had jointly been developed by Mr DeVal, Mrs Pickering and Mrs Hobbs following the ASA Code of Ethics and was signed off in the past, it is viewed as more comprehensive than the existing ASA Guidance. It was unanimously endorsed by the	

	the increase in participation. The majority of Committee members were going to be present at the forthcoming event, it was emphasised that it would be a very fast run event due to the many entries and punctuality would be important (no whips will be employed, re-swims of missed heats not possible.) It was noted that the increase in Masters participation also improves the pool of swimmers for team selection for the Intercounty competitions taking place in Oxford. As an aside Mr Pearce pointed out that age categories beyond 65 years of age need to be reconsidered as participation of older Masters swimmers is increasing. The Committee expressed their thanks to Mr David Chan from Worthing SC for managing all entries and payment single-handedly and also to Worthing Swimming Club for use of their HyTek licence and for managing food and drinks at the event. Mr Long explained that as his first activities he updated the contact list of Masters Swimmers and contacted all Clubs in Sussex, from which he had a very good response rate. Mr Long also successfully updated the County Championship Records database. After the Championship competition he is planning to call for Committee Formation and once established the business of Masters swimming and forward planning will be formalised. The Management Committee welcomed the positive developments in Masters Swimming and the activities of the Hon Masters Secretary.	
27.4	<u>Synchro Committee Minutes</u> The Hon Synchro Secretary reported that the first Committee Meeting took place and that as an action outcome the Sussex development plan was/will be dovetailed with the Rushmore & Beacon Synchro Network activities. Various Synchro-interested candidates were referred by Committee members to the Hon Synchro Secretary. A Synchro training camp is planned and may take place this or next financial year. The Committee will be informed of any required budget adjustments falling into this financial year.	LFS
28/2016	WELFARE/WORKFORCE CO-ORDINATOR REPORT Nothing to report.	
29/2016	SER REPORT	
29.1	The Hon Secretary had circulated the August and September Club Updates. The Chairman reported that the ACM took place Sept 10th. Attendance had been regrettably low in numbers, and little engagement from the floor was evident. He reported that Mrs Jane Davies had been installed as new President and Mrs Eileen Adams	

	as new Vice President. Mr Roger Prior has been returned for a fourth year onto the ASA Sport Governing Board (he is due to retire next year). The Chairman informed the Committee that a new ASA strategy is going to be launched in October followed by a new regional strategy in January.	
30/2016	FORWARD BUSINESS PLAN Nothing to report - The Chairman had updated activities for the next 6 months and is going to re-circulate the document to committee members after the meeting.	BDV
31/2016	CORRESPONDENCE – NOT PREVIOUSLY NOTIFIED Nothing to report.	
32/2016	ANY OTHER BUSINESS	
32.1	Mr Rosen mentioned an interested parent working to becoming a diving judge. The current diving committee meeting dates/weekdays prevent an interested person to attend – to be resolved amongst diving committee members (Mrs Tuppen, Mr Putland - after enquiries at Eastbourne SC - and Mr Rosen to liaise.)	MT,AP, DR
32.2	Mrs Tuppen brought forward a request from the Hon Water Polo Secretary Dr. Edmondson, regarding special ribbons for Water Polo Medals (as County medals have been standardised across disciplines.) The Chairman advised to formalise proposals in writing and to put to the Management Committee at a forthcoming meeting.	RE
32.3	The Chairman sought the views of the Committee on an “Awards Programme” for County nominations from Clubs for volunteer and technical roles (categories and criteria to be detailed), based on a similar programme already run at regional and national level and feeding into these. Awards Programmes are designed to increase engagement and also drive the social aspect and fun of the volunteering activity whilst enhancing personal skills and “job satisfaction”. The Committee members welcomed the idea for a County Awards Programme. The Chairman is going to develop the initial proposals further to be put to the Committee at a forthcoming meeting.	BDV
33/2016	DATE OF FUTURE MEETINGS – 9TH NOVEMBER 2016	
	THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 8.10PM WITH A VOTE OF THANKS TO THE CHAIRMAN.	

Signed Chairman.....dated.....